

MISSION AND FUNCTIONS OF CIA ORIENTATION OFFICER,

OFFICE OF TRAINING

MISSION

To plan, prepare and present, as approved by Director of Training, briefings, lectures, and orientations, including sound-recorded, visual-recorded, written and oral orientation and indoctrination matter, dealing with the Mission, Function, Scope and Responsibilities of the Central Intelligence Agency.

FUNCTIONS

1. Administer approved orientation and indoctrination programs of the Office of Training.
2. Plan, coordinate and conduct, normally bi-monthly, the CIA Orientation and Indoctrination Course authorized by CIA Regulation 25X1A
3. Plan, prepare and conduct additional approved orientation and indoctrination courses, as feasible, for the personnel of individual CIA offices as desired by the respective Office Chiefs.
4. Plan, prepare and make available to authorized persons CIA orientation and indoctrination material, packaged in sound-recorded and visual-recorded form, and designed for selected levels from VIP to clerical.
- ✓ 5. Present, or arrange for presentation, as directed and approved by DCI, official CIA intelligence briefings to Service attaches and selected government officials prior to their departure to duty abroad.
6. Present and discuss, as directed and approved by DCI, CIA mission, functions, and responsibilities to selected non-CIA U. S. officials and private citizens.
7. Present and discuss, as directed and approved by DCI, CIA mission and responsibilities to selected foreign officials.
8. Prepare and present outside Agency presentations as approved by Director of Training and cleared in accordance with paragraph 9 below.
9. Clear all outside Agency official presentations with CIA Security and Assistant to DCI after approval by Director of Training and make no departures from the text so approved and cleared.
10. Plan, establish, and maintain an Agency Orientation-Briefing Room as approved by Director of Training.
11. Submit to Director of Training for consideration recommended additional orientation and indoctrination programs.
12. Submit periodic progress reports, normally weekly, to the Director of Training.